U.S. ARMY ENGINEER DISTRICT, SACRAMENTO

AMENDMENTS IN SPECSINTACT

1. Creating amendments using SPECSINTACT is not a difficult process and like many Windows applications, you can prepare amendments several different ways. This is fortunate because as many ways to amend specifications exist as to prepare them. However, one way we accomplish amendments in Sacramento District using SPECSINTACT is presented here.

2. You need to be familiar with the following SPECSINTACT features to prepare amendments:

 a. SPECSINTACT Editor and Menu. The Edit Menu of the SPECSINTACT Editor Module contains the following features:

  (1) Revisions (Redlining): Edit text for future addition or deletion.

  (2) Execute Revisions: Remove <ADD> and <DEL> tags and remove deleted text encompassed by the deletion tags. The user is prompted for confirmation before they execute the command.

  (3) Text Tag <TXT>. Use the Text Tag to encompass paragraphs in the document.

  (4) Hard Page Break Tag <PGE>. Use the Page Break tag to insert a hard page break into the file. Use "Insert Page Break" command to insert a hard page break token at the current cursor position. To delete a hard page break, tags must be visible. Page break tags do not have end tags.

  (5) The Tool Bar. The Tool Bar is a row of buttons that allow quick insertion of SGML tags. Press the desired button to insert SGML tags at the cursor position. You may also select text and then press the desired button to enclose the selected text with the appropriate SGML tags. Tags gray or ungray as the cursor is moved depending on whether the tag is permitted in the current text, i.e., a sub-part tag is only allowed in a part tag.

   (a) Text Button. The Text Button inserts text tags <TXT></TXT> at the cursor position if no text was selected before pressing the button. If text was selected, text tags surround it.

 b. Shift and Delete <Shft+Del>. With tags on, position the cursor on a beginning tag and press Shift and Delete <Shft+Del> keys simultaneously to delete the tags and the text between the tags.

   For example, to delete an entire sub-part, position the cursor on the
   beginning sub-part tag, and press <Shft+Del>. This will remove the
   entire sub-part with all its contents.

 c. Right Mouse Button. While editing documents, you may use the right mouse button as a shortcut to reach some Editor commands such as Paste, Find, Replace, etc. Press the right mouse button and then select a command from the menu displayed.

  (1) Attributes Command. The Attributes command is available by pressing the right mouse button when the cursor is between any of the following tags:

   <ITM>Item</ITM>

   <LST>List</LST>

   <TXT>Text</TXT>

  (2) Indent. The Indent option of the Attributes command indents the first line of the tagged text. Enter the numeric value (+/-) for the indented Item, List, or Text.

 d. Print dialog box. The Print dialog box provides selection options for processing and printing reports and sections using the check box to the left of each option. Also, it provides an additional option dialog box.

  (1) Options dialog box. The Options button in the Print dialog box has its own dialog box that provides the following additional format options.

   (a) Header/Line. The default header comprises the Job Title and Job Name. You may change

the header by inserting or removing variable fields. You may also change the header by typing in the header fields. Use the default line number of 4 for a single line header. For a two line header, change the line to 3.

(b) Footer/Line. The default footer contains the Section Number and the page Number (centered on the line). You may modify the footer by using the variable fields or by typing text into the footer fields. Use the default line number of sixty-two for both single and two line footers.

(c) Header/Footer/Text Justification. You may center text in the header or footer fields, left justify, or right justify by using the pipe symbol as follows:

1) To center text: | enter text between pipe symbols |

2) To left justify: enter text left of pipe symbols ||

3) To right justify: || enter text right of pipe symbols

(d) Hide. Check the box to hide the adjacent feature.

1) Section Dates. Section(s) will be printed without section dates.

2) Notes. Section text will be printed without notes.

3) Tags. Text will be printed without the SPECSINTACT SGML Tags.

4) Revisions (redlines). Text will be printed without revisions.

(e) Page Options. Controls the range of pages printed.

1) All Pages: All pages of selected sections will be printed.

2) From/To: Indicate page number for print to start on and page number to end on.

3. The assumption made at this point is the specifications have been through all internal reviews and issued a Biddability/constructibility/Operability certificate and reproduced for distribution. However, a contractor has a question, or an error or omission has been found and the specifications require an amendment. We must start with a clean slate for each amendment and no longer need to keep the original tagged deletions or additions. Therefor, execute the following steps to prepare sections for an amendment.

a. Open the SPECSINTACT Jobs Module.

b. Open the job to be amended.

c. Select the "Edit Sections" radial button.

d. Click OK.

e. Select the section to be amended.

f. Select "Edit/Execute Revisions."

g. Click OK to remove <ADD> and <DEL> tags and remove deleted text.

h. Repeat e through g for all sections to be amended.

4. With redlining off, insert Hard Page Break <PGE> Tags at the beginning of the page to be amended and an immediate following page to isolate amendments and maintain the existing pagination of the section remainder.

5. The "cut and paste" method is yielding to the word processing capability of "redlining" amendments. Most programs that redline, including SPECSINTACT, show deleted text with an overstrike hyphen (-) character. Programs will show additions as **bold**, *italicized*, or with a single or double underline character, or shaded background. The shaded background is usually printer dependent. Some programs also show changed sections by vertical piping (|) or shading in the margin. SPECSINTACT uses the single underline character to show additions by default. Sacramento District has changed the <ADD> attributes to a ***bold italicized*** for amendments. SPECSINTACT easily handles amendments using the redlining option as follows:

a. Turn Revisions (Redlining)on.

b. Make your deletions and additions.

c. Save the amended file.

6. Click on Cancel to close the edit selection dialog box. The amendments are ready for printing.

7. Select Jobs/Print to get the Job Print Options dialog box. Check your printer setup and select an "Acrobat PDFWriter" or "Acrobat Distiller" if they are available and you have the Adobe Acrobat software available to use. If "Acrobat Distiller" is available , use the PrintOptimized job options for PDF files that are to be published on a CD-ROM, or otherwise printed by resident engineers and contractors. Click on the Options button in the Print dialog box and make the following format changes:

a. You may add a right justified enclosure line in the lower line of the two line footer, i.e., ‖ENCL 1 TO AMEND NO. 0001. You may also add an alphanumeric page number if you have more than one sequential page in the amendment, i.e., |A|ENCL 1 TO AMEND NO. 0001. This usually happens when a large subpart insert turns one page into two. See subparagraph g.(1) below if the lower footer has already been used for other information.

b. Hide. Clear the check box to print the redlines (revisions) in the amendments.

c. Replace the page number variable {PAGE} in the default Footer/Line with the original page number of the amendment.

d. Enter the current page to start printing in "Page From/To" and the page to end on. Remember to account for any additional pages created by prior amended sub-parts. For instance, one amendment inserts a large subpart on page 2 creates a new page 2-A. The program would show 2-A as page 3 and subsequent pages will be affected as well. If you create PDF files, you can select extra pages to be sure to capture the target amended page.

e. Click on OK and Save to save the changed format options.

f. Select Some Sections and select the amended section.

g. Click on Print and do one of the following:

(1) If you created PDF files, open them with Adobe Acrobat. Delete extra pages that may have been created and correct the footer pagination and/or paragraph numbering using the "TouchUp Text Tool (T)." Also, you can use the "Text Annotation Tool (S)" to add "ENCL 1 TO AMEND NO. 0001" footer, if the lower footer in SPECSINTACT has already been used for other information. You could also number the pages using the Adobe Acrobat "Document/Number Pages" feature if you forgot to or couldn't do this in SPECSINTACT.

(2) If you printed to paper, try, try, try again to get it right. (Good luck.)

h. Repeat steps c through g for each amendment.